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*9/28*Bi-Weekly Report for period ending 14 September 1962
from

Records Disposition and Systems Branch

1. Contributionsa. Vital Material Workshop

25X1

25X1 participated in a Vital Records Workshop given at the Department of State. His participation was confined to a briefing on what some other government agencies and private industries are doing in this field.

b. Approved three (3) requisitions for filing equipment. These were routine and no significant advantages resulted from their approval.

2. Assignments

a. Shelf Filing

25X1 (1) DDP/TSD

Delivery scheduled for 8 October.

(2) Personnel Insurance Branch

25X1

25X1 A check with Chief of Insurance Branch indicated that the work order to secure this area has been approved. Mr. is still undecided as to whether he will exchange his twenty three legal safes for five drawer letter cabinets or go to shelf filing. I plan to meet with when returns from leave.

25X1

(3) Medical

Equipment on order.

25X1 (4) DDP/CA/25X1 Received a requisition for 32 sections of Diebold-Add-A-Shelf for DDP/CA/ After viewing their vault area and seeing the type materials to be filed on shelving I decided that Diebold type shelving is not the answer to their problem.25X1 I met with and provided him with a layout that would provide him with a much better utilization of space and thru using a more appropriate type of shelving (Lyons) would also increase filing capacity by 72 cubic feet. This would also reduce shelving cost by \$150.00. He will let me know of his decision shortly.

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b. Records Control Schedule

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(1) OTR

No change.

(2) OO/Contact Division

No change.

(3) OSI

Review continues. ✓

c. Special Projects

(1) Received a request from Logistics/Admin. Staff for us to review bays 1703-1719, 1704&1712 of Quarters Eye for possible use as a secure area for General Procurement Section. This particular area was previously used as a secure area, but the ADT Alarm has since been removed. To meet security standards the ADT Alarm must be reinstalled and one combination lock door must be added.

Our evaluation forwarded to Security Office, stated that from a Records Management viewpoint this request seemed practicable because through substitution of filing cabinets for safes additional filing space would be gained, and a reduction in floor space utilization and equipment costs would be realized.

d. Reviewing Requisitions

(1) Holding requisition from DDP/RID for three Angle Steel Co., sorters and only one table until Area Records Officer checks this with the requisitioning office. ✓

3. Vital Records

a. Arrangements have been made to microfilm Vital Records in ORR/MS.

b. Final arrangements have been made for and I to participate in the GSA/NARS Vital Records Workshop scheduled for Wednesday, 26 September 1962.

✓ 25X1

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